All employees and agents of a public school district, charter school or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety or welfare of a student.

If someone tells you about misconduct, be a LEADER:

- **Listen**
- **Evaluate**
- **Act immediately**
- **Document**
- **Encourage**
- **Report**

**Obscene language**

**Drug and alcohol use**

**Disparaging comments**

**Prejudice or bigotry**

**Sexual innuendo**

**Cheating**

**Testing violations**

**Physical aggression**

**Accept or offer favors**

Failure to report misconduct may result in penalties up to termination of employment and revocation of an educator’s certificate.

**Report to:**

(your school or district contact information below)

- **Name:** Richelle Nodine
- **Title:** RBCS Human Resources Director
- **Phone:** 850-729-7227